

## **Introduction**

The Hanford Site has two major missions: (1) cleanup, and (2) science and technology. There are two major Office of Environmental Management (EM) programs associated with cleanup. The first is the River Protection Project (RPP), which includes cleanup of Hanford Site high-level waste, and is managed by the DOE Office of River Protection (ORP). The second is Project Hanford, which encompasses cleanup of the remainder of the Hanford Site, and is managed by the DOE Richland Operations Office (RL). Contract DE-AC06-96RL13200, the Project Hanford Management Contract (PHMC) with Fluor Hanford, Inc (FHI) includes cleanup activities associated with Project Hanford. The contract was awarded in August 1996 for the period from August 1996 through September 2001, with up to five additional option years. In December 2000, RL and FHI restructured this contract and negotiated an extension through September 2006. The restructured contract includes an "off-ramp" that allows RL to reduce the period of performance if Fluor's contract performance is determined to be unacceptable.

As the Project Hanford Management Contractor, FHI is responsible for planning, integrating, managing, and executing projects, services, and other activities at the Hanford Site as described in the Contract. FHI is also responsible for interfacing and coordinating with other Hanford Site Prime Contractors in the performance of its work and providing Government-furnished infrastructure and services, as required, to other Hanford Site Contractors.

## **Purpose of Plan**

The purpose of this Contract Administration Plan (CAP) is to provide guidance to RL employees involved with the management and administration of the Project Hanford Management Contract No. DE-AC06-96RL13200. Such guidance should be a useful tool to help the DOE to ensure that FHI and RL comply with all terms and conditions that govern the Contract. This CAP was developed with the following guiding principles:

- (1) Shall be a useful tool for administering the contract.
- (2) Shall be an executive summary of the roles and responsibilities of the contracting parties.
- (3) Shall identify who is responsible for various contract administration activities.
- (4) Shall be flexible and adapt to changing circumstances.

Successful management and administration of this contract will require the coordinated efforts of a variety of RL personnel. Some of these key personnel include: Contracting Officer (CO); Contracting Officer's Representatives (CORs); Contract Specialists (CSs); RL Manager and senior staff and subject matter experts. This CAP will delineate the roles and responsibilities of these team members and will provide for their interaction on key contract administration duties.

This CAP does not include every action that the RL will need to complete to make the contract successful. However, this CAP summarizes the higher-level requirements, deliverables, and tasks necessary, and describes the overall process within which the tasks are performed.

### **Statement of Commitment and Partnering**

Although it is not a part of the contract, the RL Manager, and the FHI President signed a Statement of Commitment and Partnering when the contract extension was negotiated. This sidebar agreement commits RL and FHI to participate in facilitated partnering sessions. The objective of the partnership will be to accelerate cleanup by eliminating or streamlining Reports, Approvals, Processes, and selected Directives.

### **Contract Summary & Principal Features**

Successful achievement of the contract Statement of Work will require that the Contractor successfully accomplish the following:

- Protect worker safety and health, public safety and health, and the environment
- Provide effective leadership & management (operations and financial management)
- Provide timely and accurate management response to both internal and external Hanford customers

Specific performance objectives, measures, and expectations are detailed in Contract Section J, Appendix D.

The following sections provide an overview of the projects and site-wide services considered part of the Contractor scope of work. Details are contained in the EM Site Specification, which will be used by the Contractor in planning and executing its work. The Specification shall be maintained under configuration control and the Contract need not be modified by changes in the Specification unless those changes specifically modify the work or intent of the Contract. If any discrepancies exist between the Specification and Contract, the Contract shall prevail. *(Note: Some of the services cited below are site-wide services.)*

FHI is responsible for interfacing and coordinating with other Hanford Site prime contractors in the performance of this work. FHI is to ensure that requirements for services provided to other Hanford Site contractors and received from other site contractors are integrated with other Hanford Site contractors and provided for in the Contract Baseline.